

Articles Published by AMS in 1976

Periodical abbreviations: MW — Management World GEN — The Generalist

ADMINISTRATIVE SERVICES

Business Car Guide, MW, Feb.
Business Letter Cost Up Again, MW, July.
Carpools Save \$\$\$, MW, May.
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Eliminate Individual Addressing, G. W. McBride, MW, Sept.
Envelope Standards Recommended, GEN, Nov.
Fire Protection Course, GEN, Spring
Fire Retardant Material, GEN, Spring
Fleet Operation, E. D. Woisard, MW, May
Flexitime — Flexible Hours Boost Job Satisfaction, Dr. Zane Quible, MW, Dec.
Light Polarizing Panels, GEN, Oct.
Mailroom — 3 Days/Week, Kenneth B. Nyman, MW, May
Mr., Mrs., Miss, Ms, or? MW, May
New Plan Lowers Postal Insurance, MW, Dec.
NYC's Suggestion Plan, GEN, Sept.
Numerical Dating in Canada, GEN, Oct.
Office Collections, MW, Jan.
Postal News: U.S. Increase, Regulations in Canada, GEN, Sept.
Quality Standards for Paper Established, GEN, Nov.
Reductions in Postal Rates? MW, July
Report Reference Sheet, Kenneth Oslund, MW, May
Role Playing for Safety, MW, June.
Security Guard for Parking Lot, C. Tripp, MW, May.
Speedier Mail, MW, March.
Speeding Mail Delivery, GEN, Nov.
Suggestion Systems May Cost, GEN, Spring.
Supervisor's Accident Report (Internal), Sam J. Crain, MW, July.
Tips For Saving Electricity, J. F. Townsen, MW, July.

EDUCATION

Businessmen and Teachers: Closing The Gap, Joan S. Briggaman, MW, April.
Education, Selection & Training of Word Processing Personnel, Gerald L. Hershey, MW, Jan.
Educating Young Minds, MW, Jan.
Female College Grads, GEN, Sept.
Job Prospects For '76 Grads, GEN, Spring.
The Missing Link, Ronald J. Patten, Ph.D., C.P.A., MW, Jan.
Personal Values Determine Job Choice, GEN, Sept.
A Student Project in Office Management, Dr. Eleanor Bujea, MW, Feb.
Student Teamwork: Consulting Program to Small Business, Joseph F. Byrnes, MW, Jan.

Warming Up The Hotline Between Business and Education, William F. Beatty, MW, Jan.
Wider Horizons For Youth — An Alternative Education Program, Florence M. Wellman, MW, Jan.

FINANCIAL MANAGEMENT

The Basis of a Good Accounting System, Norman H. Wright, Jr., MW, Apr.
Break-Even Analysis, Norman H. Wright, Jr., MW, June.
Checking Invoices, Carole A. Taylor, MW, May.
Comparison of Absorption and Direct Costing Methods, Norman H. Wright, Jr., MW, Aug.
Educational Expenses Reported To IRS, GEN, Spring.
Electronic Funds Transfer (EFT), GEN, Sept.
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ERISA Reminder, MW, March.
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"Floor Plans" Extra Benefit, MW, Oct.
A Fresh Approach to Incentive Compensation For Executives, Richard Peregoy, MW, Dec.
Giving Employees a Stake, MW, Aug.
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1976 Tax Reform Act Explanations, GEN, Nov.
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Public Reports on Interim Financial Statements, GEN, Spring.
Relief For Your Personal Budget Headaches: An Escrow Account, Carl W. Johnson, C.A.M., MW, Aug.
Scheduling Payables, S. Snead, MW, May.
Social Security and Medicare Changes, GEN, Sept.
Split Dollar Life Insurance, Harvey W. Rubin, Ph.D., C.L.U., MW, Sept.
The Story of Opinions: What Exactly Do CPAs Do to Perform an Audit? Carlo A. Odella, MW, June.
Tax Advantages of a Move, GEN, Sept.
Tax Savings From Group Life Plans, GEN, Nov.
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Vacations — Time or Bonus, Forrest Veal, MW, Sept.

Zero-Base Budgeting, GEN, Sept.
Zero-Base Budgeting, Jim N. Bruno, MW, Oct.
Zero-Base Budgeting Decision Packages, Norman H. Wright, Jr., MW, Dec.
Zero-Base Planning and Budgeting, Norman H. Wright, Jr., MW, Oct.

MANAGEMENT EDUCATION

Accident-Prone Males, MW, Feb.
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Can We Fill the Energy Barrel By the Year 2000?, George D. Buchanan, MW, June.
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Committees: Constructive or Chaotic?, Charles A. Burden, D.B.A., MW, March.
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Electricity Rate Readjustment May Mean Layoffs, GEN, Nov.
The Ethics Question — Every Manager

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Must Face It, George R. Carnahan, MW, March.
The Ethics Question, Legally Speaking, George R. Carnahan, MW, Apr.
Famous Writers on Management Quiz, Eugene H. Hunt, Ed.D., MW, March.
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A Framework for Organization Effectiveness, Eugene H. Hunt, Ed.D., and Kurt Olmosk, Ph.D., MW, July.
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The Generalist To Start in September, Francis X. Perret, MW, Aug.
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Government Can Work If Elected Officials Are Good Managers, Meyer Drucker, MW, Nov.
The Graduate's Shrinking Salary, MW, Aug.
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Keeping Abreast of Today's Business Trends, Panos Apostolidis, Ph.D., MW, Aug.
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"Loafer's Heart" — A Hidden Hazard to Your Health, Doug R. MacLennan, B.Sc., MW, July.
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The Many Facets of an Environmental Planner, Terry Vani, MW, June.
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More Scientific Research to Canadian Industry, GEN, Oct.
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Organization Development: A Systematic Process, Gene E. Burton, MW, March.
Organization Development — Reviewing Change Strategies, Gene E. Burton, MW, Apr.
Organizational Development: What Is It?, Gene E. Burton, MW, Feb.
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The Politics of Inflation, Dr. J. H. Foegen, MW, June.
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Power, Leadership, and Organization Improvement, Eugene H. Hunt, Ed.D. and Kurt Olmosk, Ph.D., MW, Nov.
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Protect Your Assets Through Estate Planning, Lois E. Bourgeois, MW, July.
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Take a Look at Little Jack Horner . . . Harry Rotenbury, MW, Apr.
Ten Steps to Restoring a Loafer's Heart, Doug R. MacLennan, B.Sc., MW, Aug.
Ten Steps Toward A Successful Work Measurement Program, Karl D. Helliwig, MW, Nov.
That Elusive Pat On the Shoulder, Jim N. Bruno, MW, July.
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What You Should Know About EFTS, William R. Moroney, MW, Nov.
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Winding Up Your Boss: Managers Need Motivation, Too, D. D. Warrick, MW, July.
World's Largest Roof, MW, Jan.
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You Operate Machines and Manage People, Jim N. Bruno, MW, Sept.
Your Management Partner, The Specialist in Your Office, Dr. Geraldine Kline, MW, March.

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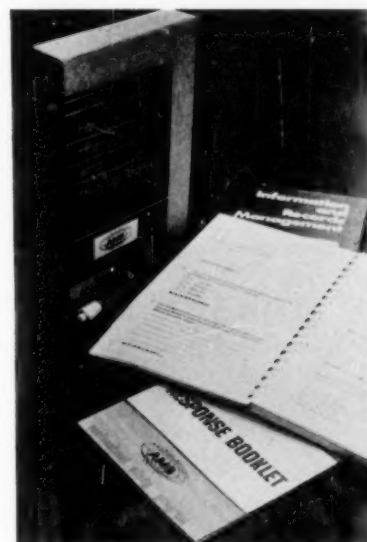
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 The Basics of Computer Output Microfilm (COM), Harold G. Nonemacher, MW, June.

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 Controlling Time-Sharing Computing, T. Richard Roache, MW, Apr.
 Corporate Safety Through Computer Auditing, James Carlin, C.A.M., MW, Aug.
 Corporate Telecommunications: A Manageable Resource, Ronald R. Thomas, MW, Apr.
 Do You Control Your Computer Or Does It Control You?, Philip D. Ameen, MW, Nov.
 Documentation: Data Processing's Skeleton in the Closet, Richard M. McConnell, MW, Sept.
 DP Employment Guide, GEN, Oct.
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 FORTRAN Most Popular, GEN, Spring.
 The Great Debate: Effectiveness Vs. Efficiency, Karl D. Hellwig, MW, Sept.
 Indexing and Retrieval of Roll Film Formats, Harold G. Nonemacher, MW, Jan.
 Indexing and Retrieval of Unitized Microformats, Harold G. Nonemacher, MW, Feb.
 Is Your Telephone System Up To Par?, S. J. Kalow, C.A.M., MW, Aug.
 The Management Communications Highway For Today and Tomorrow, Norman H. Wright, Jr., MW, Jan.
 Mastering Micrographics, Harold G. Nonemacher, MW, July.
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 Microfilm Systems Booklet Offered, GEN, Oct.
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 Outlook — Systems and Information Management Division, 1976 — 1977, N. Todd Praigg, Jr., C.A.M., MW, June.
 Paper Piles Vs. Cathode Ray Tube (CRT), J. E. Champion, MW, July.
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 Systems Analysis for the Small Company, Gary A. Studer, MW, Feb.
 Taming the Paperwork Explosion, T. P. Tappy, MW, July.
 To Automate or Not To Automate..., Richard D. Weirich, MW, Oct.
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 Your Private Branch Exchange (PBX), Ronald R. Thomas, MW, June.

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